



### **Cost & Materials Management Administrator**

*At Larsen & Shaw, we see you as an individual with the skills, abilities, knowledge, and potential to drive our growth. We've been around for over 100 years and plan to be around for another 100, and we know our people will drive us there. That's why we take our recruitment and hiring seriously. We are looking for self-motivated, creative and ambitious individuals to join our rapidly growing team.*

**As our Cost & Materials Administrator, you will** champion the administration of the Larsen & Shaw and Carlsen Precision Manufacturing Engineering Change process, ensuring timely and accurate entry and completion of each request. You'll also monitor and maintain standard costs for purchased raw material, purchased outside production services and transportation of goods while also conducting cycle counts and issuing raw material.

#### ***In this role, you can expect to:***

- Interact with various departments including Sales, Production, and Engineering in order to produce internal quotations using information obtained from blueprints and specifications
- Respond to technical and costing enquiries, in a timely manner in order to meet department/company objectives
- Identify and implement opportunities for improvement within the department.
- Research current and potential suppliers, approving suppliers and negotiating best price, quality and service.
- Negotiate the sale of scrap ferrous and non-ferrous steel.
- Investigate invoices from freight and brokerage companies that deviate from standardized rate chart
- Complete customs certificates and perform custom document audits
- Respond to freight requests from the Sales/PE/Shipping department
- Perform inventory maintenance, interacting with departments to determine safety stock levels, re-order points, etc. while attaining Lean targets.
- Provide technical expertise and research information for special projects such as customer specifications, packaging, process improvements, equipment trials, etc.
- **DISCLAIMER** This position performs other assignments and duties as deemed necessary by Larsen & Shaw. The contents of this job description may change to reflect the needs of an agile business

*A full job description is available upon request*



***What you'll need to be successful as our Cost & Material Management Administrator:***

- Post-secondary degree/diploma in a relevant field: Materials Management, Purchasing and Logistics, Manufacturing Engineering / Technician Diploma, Finance or equivalent and/or 2-3 years' experience in a similar role.
- Experience in vendor negotiation, vendor management and sustainability, and international sourcing of various commodities as well as capital purchase/services vetting and negotiations.
- Experience in freight, packaging, logistics and customs would be an asset
- Technically minded with emphasis on metallurgy to research, advise on best case scenarios and provide support to many internal customers such as Process Engineer, Sales, and other departmental stakeholders.
- Experience in Inventory management according to Lean Principles
- Proven Continuous Improvement, problem-solving and decision-making skills
- Demonstrated excellent interpersonal and communication (verbal and written) skills
- Organizational skills necessary to coordinate multiple projects and work priorities to meet deadlines
- Proficient computer skills in MS Office
- A learning mindset, a positive attitude, and the ability to work as a team

*Note that skills testing and online cognitive and personality assessments may be administered and will be part of the assessment information used to choose the candidate.*

## **How to Apply**

Submit a resume and cover letter that clearly articulates how your experience relates to the requirements of the job to [larsenHR@larsenhinge.com](mailto:larsenHR@larsenhinge.com)

*We thank everyone who applies, however, only candidates selected for an interview will be contacted. Larsen & Shaw is an equal opportunity employer, and we encourage applications from people with unique experiences, backgrounds and abilities. Accommodation is available throughout all phases of the selection process; please notify us in advance if accommodation is required.*

*What sets us apart*

Larsen & Shaw is a family-owned business since 1919 and a leading manufacturer of top-quality hinges, standard continuous hinges, and architectural products, located in Walkerton Ontario. We strive to work proactively to achieve the company's objectives while supporting our



customers in everything we do. Our culture is one that empowers employees to work collaboratively, maintaining the entrepreneurial spirit of our founders.

*Why you should work for us*

- Our employees are dedicated to meaningful, exciting and challenging work and we reward them for their efforts.
- The better we do, the more you gain. We offer a competitive wage and a structured compensation program, with regular wage increases and other perks. We are a certified Living Wage Employer!
- We invest in our employees and their families by offering both a comprehensive group health benefits plan and a retirement savings plan.
- Training and developing our people is very important to our future. We offer opportunities for in-house training, apprenticeship growth, internal promotions, professional development, and more.
- What's our Why? Why do we work so hard at retaining our business in Walkerton? Because that is where we want to live, work, and retire. We make considerable investment into our community through partnerships and by supporting meaningful charitable causes, such as the Walkerton & District Hospital Foundation.
- We understand the need for work-life balance and strive to provide our people with a supportive work environment. Small town living helps too, with a short commute for most of our employees. Applicants not currently living in the area can enjoy the natural beauty and clean environment of living in Bruce County. Located in Walkerton, we are 100 km of Kitchener, Waterloo and Guelph, and 180 km from Toronto.